

# WFN FORMAL ADMINISTRATIVE COMPLAINT PROCESS



This form has been created for the purpose of allowing WFN members an outlet to file complaints and raise their grievances to the attention of WFN leadership in an official and appropriate manner. *\*Note, this form is not for Members to file complaints against one another for grievances experienced in their daily lives, but for specific circumstances involving administration.*

Please note that all sections of the form must be completed in order to be accepted.

I wish to submit this form as:

Print name:

OR

Anonymously:

(Please check box:)

\*\* I understand that by selecting anonymous I forgo the ability to be notified on the progress or final decisions of this complaint.

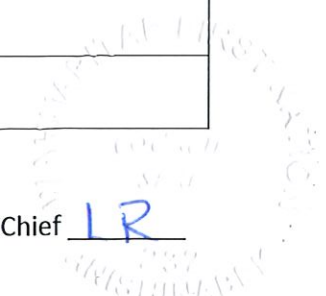
I am a (please check below):

And I would like to file a complaint against:

WFN Member

A WFN Employee

Please describe the nature of your complaint, complete with the names and dates relevant to the events which occurred. Please attach any corroborating evidence to the back of this form:


**COMPLAINTS PROCESS:**

Following the submission of a complaint, the completed form will be forwarded to the attention of the Executive Director and/or the next appropriate governing body. The employee’s direct supervisor will be contacted to review the complaint along with senior WFN administration. Should the claimant wish to file a complaint under their name, they will be notified of the complaint’s status within 30 days.

**If you would like to be informed on the progress of your complaint, please provide the best manner of contact below:**

*Email:* \_\_\_\_\_ *Phone/cell:* \_\_\_\_\_

**The complaints process may take up to 30 days to review and reach a decision, at which time you will be notified of the result.**

Chief LR